



Skills Funding
Agency

Completing the Financial Plan Template: Guidance for Training Organisations

October 2013

Of interest to training organisations

Introduction

1. The Skills Funding Agency (the Agency) has produced a financial plan template for training organisations applying for funding from the Skills Infrastructure Capital Fund (SICF). Training organisations will need to complete the template for the first year after their latest audited financial statements and for each subsequent year, until at least two years after the project completion.
2. We will assess the information supplied on the template to determine whether the training organisation will remain financially stable after taking account of their contribution to the project, including any associated borrowings. This assessment will form part of our overall assessment of each application.
3. The template comprises four input worksheets that training organisations will need to complete:
 - i. Cover Sheet
 - ii. Income and Expenditure Account
 - iii. Balance Sheet
 - iv. Income Schedule
4. The following sections provide some guidance on the completion of each worksheet but training organisations may also wish to refer to the document [Financial Health Assessment of Non-College Providers](#), which outlines the Agency's approach to the financial health assessment of training organisations. Training organisations may also wish to refer to the [Accounts Direction Handbook 2012/13](#), which provides generic advice on completing financial statements and so on.
5. Training organisations must provide a detailed commentary of the assumptions made to accompany the financial plan. In particular, the training

organisation must distinguish between those income/expenditure figures that will occur as a result of the project and those figures that the rest of their ongoing business will produce.

6. Any cells shaded blue contain formula and will not allow you to input data.

Cover Sheet

7. Training organisations need to complete lines one to seven of the cover sheet. Most of the details are self-explanatory, but of particular importance are the following:
 - a. Line 1a 'Type of training organisation': select non-college provider from the drop-down list
 - b. Cell D 14: enter the day and month of your year-end accounting period (for example, 31 July).

Income and Expenditure

8. You need to complete this worksheet for a period starting with the first year after your latest audited financial statements, and for each subsequent year until at least two years after the project completion.
9. The first line in the income schedule (line 1) will populate automatically from the information recorded in the Income Schedule. Use the other income lines where appropriate.
10. Only colleges need to use lines 17 to 22 in the template.
11. Use line 15 to record the tax charge for the year; this is normally a negative figure.
12. Line 16 will record your profit after tax total for each year.
13. Record any dividends for the year in line 23.

Balance Sheet

14. The balance sheet is broadly similar to the format that you will use to produce your accounts. Where any headings are slightly different, we have provided comment boxes for assistance.
15. Record any balances with related parties, for example group companies or directors, in either line 4c or 7b, depending on when your organisation needs to repay the amount due. The commentary provided with the financial plan template should provide details of what the end-of-year balances relate to.
16. One area on the worksheet that is slightly different to the accounts format that training organisations use generally is the capital and reserves part of the balance sheet. For assistance, enter your share capital and other balances (apart from revaluation reserves and profit and loss account) on line 14. Enter your profit and loss account for each year on line 15.

Income Schedule

17. Use this schedule to record your expected income from the funding bodies (Agency, Education Funding Agency and the Higher Education Funding Council for England).
18. We have provided comment boxes on some of the lines to assist you in completing this schedule.



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